



INTERNATIONAL *and*  
EXCHANGE PROGRAMS

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BUFFALO STATE • The State University of New York

SUNY Buffalo State  
Short term, study abroad faculty  
handbook

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# New Program Development Guidelines

Overseas academic programs at Buffalo State are facilitated and administered by the Office of International Education. Service-learning programs also require the involvement of the coordinator of volunteer and service learning. Proposals for study and service learning abroad should originate with faculty/staff and carry the endorsement of the appropriate department chair. The director of international education welcomes early, informal consultation by faculty/staff and units for program planning and encourages coordinated programming among departments.

The addition of new programs abroad is dependent upon an analysis of several factors, including:

- how the program will add to existing overseas programs (academically, geographically, etc.)
- degree to which the geographic location is appropriate to student learning objectives
- feasibility of logistical arrangements
- clear evidence of student interest in the country / academic program offered
- provisions for the health, welfare and safety of program participants and faculty/staff
- program cost per student
- likelihood that program will be financially viable (i.e. self-sustaining)
- effectiveness as an internationalizing and cross-cultural experience for participants

Buffalo State currently offers on a regular basis twelve overseas study programs in seven countries. These programs include study abroad and exchange programs that are at the undergraduate and/or graduate level, and those that are discipline-specific as well as those open to students in any department. (Please refer to the brochure available from the Office of International Education for descriptions of existing programs).

There are hundreds of overseas academic programs offered throughout the SUNY system in which Buffalo State students can participate. The SUNY Offices of International Education work together as a consortium to bring the widest variety of offerings to SUNY students; therefore, no new program proposals which would be in direct competition with existing programs offered by any SUNY campus will be approved (per SUNY Global policy). Please contact the Office of International Education for current descriptions of existing programs in particular geographic regions and/or disciplines.

In addition to ensuring that the program proposed is not directly in competition with existing programs, it is very important to do some informal research to determine the level of student interest in both the geographic region and the academic program planned. The basis of any successful overseas academic program is a large base of qualified and interested potential participants.

To propose a short-term study or service-learning program overseas, please complete the Study/Service-Learning Program Abroad Proposal Form (appendix A).

The timeline below should be used as a guide for faculty/staff members interested in developing a new programs abroad.

## Timeline for New Program Proposals

	Summer Program	January Intercession Program
<b>Study/Service-Learning Program Abroad Proposal Form is submitted to director of international education</b>	No later than August 15 of previous year	No later than June 1
<b>Program review and approval</b>	Usually by September 30	Usually by June 30
<b>Publicity and recruitment plan created</b>	By October 15	By July 15
<b>Final budget figures due and program fee set</b>	By October 31	By July 31
<b>Program brochure created and sent to printer</b>	Early November	Early August
<b>Publicity and recruitment plan implemented</b>	Early November until application deadline	Early August until application deadline
<b>Participant guide created</b>	By January 15	By September 15
<b>Program viability assessment (enough participants to run program?)</b>	On application deadline	On application deadline
<b>U.S. orientation held (pending viability approval)</b>	By May 10	By December 10

## Program Director Responsibilities

The program director's responsibilities vary according to the specific design and location of the program. Typically, however, the responsibilities of the program director for any study abroad program include the following:

- assist with recruitment and promotional activities for the program
- assist with review of participant applications
- assist with pre-departure student orientation in Buffalo
- conduct on-site orientation abroad
- administration of the program while abroad
- 24-hour / day accessibility to participants while abroad \*
- correspondence with home campus while abroad
- teaching and/or guiding the overseas experience
- submission of detailed course syllabus (after departmental approval)
- submission of grades or ensuring that grades are submitted by the professor of record
- Program director's report, filed upon conclusion of program
- Administer evaluation consistent with University College (see appendix B) and home department guidelines

While program directors are not expected to act *in loco parentis*, there is a heightened level of responsibility for the program participants when conducting an overseas program. Program directors are on-call for emergencies 24 hours a day during the program and are there to provide support and assistance for non-academic needs of the students. Typical non-academic problems that may occur: homesickness, loss of passport, difficulty interacting with host nationals, etc.

All students are provided with a participant guide that outlines the rules and regulations for their participation in a program. Program directors will be provided with a copy of this guide and must act as the Buffalo State representative to ensure adherence to these regulations.

The very nature of the program director's role often leads to a much closer (and often more rewarding) relationship between faculty/staff and students than normally occurs during home campus courses.

SUNY employees who wish to travel with students must first obtain permission from their campus' leadership. (Appendix A) Such permission will be contingent on the employee meeting a minimum level of training and preparedness required by their individual campuses. Training and preparedness is facilitated by reading and understanding this handbook.

- SUNY Clery and Title IX Procedure for International Programs
- Communications to readily communicate with the students and campus leadership
- Geo Blue insurance coverage and procedures
- Review of the campus emergency action plan
- Review of health and safety information for the country of travel.
- Support for reliable in-country language assistance, if necessary.
- Budgeting and adequate financial resources to accomplish the goals of the trip safely.

## **Program Director Non-Responsibilities**

The following points outline some of the many things that are not considered part of the program director's responsibilities:

- entertaining participants beyond class time and scheduled program activities
- escorting students through the city or country in question beyond program activities (unless safety considerations dictate a need to do so)
- providing replacements for items and/or money students have lost or stolen (the program director is, however, responsible for assisting students with completing a police report or similar procedure to attempt to reclaim their property)
- students' legal and/or personal problems which occur as the result of their violation of program rules as stated in the participant guide, including but not limited to the use of controlled substances and sexually transmitted diseases.

These items should serve as a guideline for program directors to help them determine the extent of their responsibilities while abroad. When in doubt, program directors are strongly encouraged to contact the director of international education for assistance with particular issues concerning responsibility and/or appropriate involvement.

## **Accompanying Family/Friends**

Program directors occasionally inquire about taking family/friends with them during a program. The decision to do so rests entirely with the program director. If the program director decides that a family member/friend will accompany them, the follow guidelines apply. :

- The program will not incur any expenses on behalf of the family member/friend.
- Family/friends can participate in program events and field trips only if space is available and if they pay for all related costs.
- Program directors are required to travel with the group on all planned excursions, regardless of whether or not space is available for family members/friends.

## **Third Party Providers**

Faculty led programs can often be more cost effective using SUNY, IEP, IE and faculty leader contacts. However, sometimes it is necessary to use a third party international provider (e.g. EF Educational tours, CEA study abroad, CIEE, etc). When this is the case, SUNY guidance requires that International Education serves as the conduit through which contacts and finances with third party providers flow.

## Academics

The academic content of programs abroad should be similar to that of home campus courses, but should also utilize the resources unique to the program site as much as possible.

When creating a course proposal for a study abroad program, consider the following:

- Will the program be open to students of a particular major or open to all?
- What type of work will the students undertake?
- If both undergraduate and graduate students may take the same course, how will each be assessed (i.e. graduate students must write an additional research paper)?
- How will you incorporate aspects of the host culture and environment?
- Is this course equivalent to a course already offered at Buffalo State?
- To what audience is this experience directed?
- Are there language / academic background requirements participants must meet?
- Will student auditors be accepted?

## Contact hours

Buffalo State requires the following for credit-bearing lectures/seminars: "A semester credit hour is an academic unit earned for fifteen 50-minute sessions of classroom instruction with a normal expectation of two hours of outside study for each class session. Typically, a three semester credit hour course meets three 50-minute sessions per week for fifteen weeks for a total of 45 sessions." Studio, laboratory, and other hands-on experiences require double the aforementioned contact hours. Pre-departure academic work and work done upon return may complement the overseas experience to yield the necessary credits.

Study abroad does not always exactly conform to this rule because field trips and excursions may be part of the curriculum, but these requirements should provide the framework for development of study abroad.

## Approval

Department chairpeople must approve syllabi Academic approval can be obtained by the faculty member and the chairperson both signing the study abroad approval form found in appendix A. Extra service may be approved through a current employee change form (blue form). This form will originate from international education.

Study abroad experiences, for which Buffalo State credit will be awarded, must be run through the International Education Office. Doing so in any other manner puts the faculty member leading the experience and Buffalo State at great risk.

## **INE 390/590**

Courses should use the INE prefix and the appropriate number (undergraduate or graduate). At the competition of a study abroad experience, INE 390 or 590 is converted into any on campus course (with the approval of the chairperson where the course is housed) through a transcript supplement. The INE prefix also allows International Education to recapture 100% of the tuition that students pay. In turn these monies are used to lower programmatic costs.

## **Finances and Program Budget**

The staff in the Office of International Education wants these programs to be as successful as possible therefore these programs should be designed to provide an excellent academic experience abroad at an affordable price. A good rule of thumb is that total program cost should range between \$1200 & \$2000 per week that a student is abroad.

The Study Abroad Proposal Form (appendix A) includes a worksheet to assist you in developing a budget. Of course, we take into account that exchange rates and prices will change from the time your proposal is submitted to the time your group will embark on their journey, but your work to obtain the most accurate on-site costs available at the time of submission will assist us in calculating the program fee to be charged to your participants. After we have received the information for the proposal form, we will create a student cost sheet. An example student cost sheet is found in appendix B.

Two important points to note:

- Study abroad programs are non-profit.
- Study abroad programs must be self-sustaining/financially viable.

Administration of the program budget is handled by the Office of International Education and follow SUNY travel policies. Whenever possible, program expenses are paid directly by this office.

## **Approval**

The Assistant Dean for International and Exchange Programs will approve the program budget. Expenses above what has been approved will not be paid.

## **Travel and Program Expenses / Reimbursement**

All travel and program expenses follow SUNY Buffalo State financial policy.

## **Program director's travel**

Procedures for purchasing the program director's airfare will vary, depending on the account from which travel expenses will be covered. This will, however, be determined early in the program

planning process.

Program directors may opt to incorporate some personal travel or deviate from the usual travel routes. In this case, the director will be reimbursed for the usual fares round-trip for the dates of the program (based upon an official written travel agent quote for the expected dates/route of travel obtained by the faculty member or the group flight cost, if applicable).

## **Program Expenses / Reimbursement**

Program directors will discuss their individual program budget and payment details with the director of international education during the program development process. The following is intended to give program directors some background on different available procedures.

- Invoicing: The most convenient way for program costs to be paid is to have an original invoice sent to International Education, and we will pay directly via check or wire transfer. An original invoice must be received by mail (faxed or e-mailed copies will help us to start the payment process, but funds cannot be released until an original is received by mail).
- Travel Advance: Study away costs are paid using Buffalo State foundation accounts and as such travel advances are not possible.

Program directors must keep all receipts for expenditures and submit them upon conclusion of the program. Receipts, if not self-explanatory, should be marked on the back to indicate the expenditure, date and amount. **Important Note:** If proper documentation is not received, reimbursements will not be processed.

## **Publicity and Recruitment**

Publicity and recruitment are vital to the success of any program abroad. Faculty/staff members work cooperatively with the director of international education to develop and implement a publicity and recruitment plan. Please note that recruitment should not begin until a program has been fully approved.

Please note: Whether a program is limited to Buffalo State students or whether it is open to students from other SUNY and/or private schools is the decision of the person proposing the program. If you plan to recruit students from other institutions, you must ensure that there will be a portion of participants from Buffalo State, as the primary reason for Buffalo State to offer overseas academic programs is to benefit Buffalo State students.

If you plan to involve students from other SUNY schools, you must work with the Director of International Education to secure appropriate approvals. The Director will then work with the other SUNY school to determine the feasibility of a partnership. If it is determined that a partnership is feasible, then both schools will begin the SUNY Office of Global Affairs approval process. This process can take 8-24 months.

Publicity and recruitment plans generally include the following:

### **Program Brochure**

The brochure is designed to provide potential applicants with detailed information concerning the program's location, content, field trips, costs, dates and how to obtain further information. The program director and director of international education work cooperatively to develop the brochure content.

### **Recruitment via the Web**

International Education has a website ([studyabroad.buffalostate.edu](http://studyabroad.buffalostate.edu)) which any individual may browse to learn about Buffalo State programs abroad. The full content of the program brochure will be made available on this website. In addition, the director of international education will list program information on [sunysystemabroad.com](http://sunysystemabroad.com) for those programs open to non-Buffalo State participants if appropriate.

### **Faculty Contacts**

One of the best ways to recruit participants is to have faculty members announce/promote programs in their classes. Immediately after the program proposal is approved, the program director should review the Buffalo State master schedule for the upcoming semester and make note of faculty teaching courses whose content relates to the overseas program. Faculty members at other institutions should be included as well if the program is open to non-Buffalo State students. The program director should contact each faculty member to request assistance in promoting the overseas program. Brochures and applications should be sent as soon as they are available.

### **Classroom Visits**

An even better recruitment method is for the program director to make brief (5-10 minutes) presentations in the courses identified above. Your enthusiasm about the program and knowledge of the particulars will gain the students' interest and potentially lead to increased applications. The classroom visits should be conducted after the printed brochures are available, so students have access to complete program information. Classroom visits should be conducted in both the fall and spring semesters for summer programs, and in the preceding spring and fall semester for January intersession programs. The Director of International Education is happy to accompany program directors on class visits.

### **Information Sessions**

At least one program information session should be held prior to the application deadline for each program. The sessions usually last an hour and can be conducted jointly by the program director and the director of international education. Information sessions offer interested students the opportunity to learn more about the program in an informal setting. Very often the program director will show a Power Point of the program location or a brief video on the academic subject matter to be studied. The director of international education is in attendance to provide information about financial aid and answer administrative and procedural questions about the application and

program participation.

## **General Campus Publicity**

The International Education Office will create and post flyers on the Buffalo State campus to promote programs abroad. Our office staffs information tables in various campus locations throughout the academic year and promotes short-term programs through general study abroad information sessions.

## **Processing of Information Requests**

International Education handles all inquiries relating to overseas programs. The program brochure, website, and all promotional materials will list our office as the source for further information for any program abroad. Applications are e-mailed with the program brochure to all students indicating an interest in a program. Most questions concerning programs abroad are answered by international education staff; occasionally, a very specific question may be referred to the program director for response.

## **Costs**

Program leaders should not share cost information with students until approved to do so by International Education. International Education will create the budget for all programs based on the figures provided by the program leader. (See appendix A for the program approval and budget worksheet forms.)

## **Student Application / Admission Process**

Students applying to most overseas academic programs complete a standard SUNY Overseas Academic Programs Application form. This form requires the student to provide contact information, an essay describing the academic and personal benefits of participating in the program, a foreign language proficiency evaluation (if applicable), two academic references, official college transcripts and to pay a \$30 application fee.

The SUNY application may be amended for particular programs; for instance, the topic of the essay may be changed or one of the references may be waived. Any changes to the application requirements must be approved by the director of international education.

For programs run in cooperation with another college/university, the receiving institution may have their own required application form. In this case the director of international education will review the overseas institution's application form (provided by the faculty member) to determine if the entire SUNY application may be waived or if some parts of the SUNY application will still be required of applicants.

For all programs, the application forms are submitted by applicants to the Office of International Education. The program director and the director of international education must determine together the application deadline, as well as whether applications will be reviewed on a rolling basis or on a set date (so all applications may be reviewed together).

Brief interviews (15-20 minutes) involving the program director and a member of the international education staff or another faculty/staff member are strongly recommended. These may be conducted by phone, if necessary. The Office of International Education can organize the interviews.

A procedure for the review of completed applications must be established by the program director and the director of international education prior to any advertisement of the program.

## Participant Guide

The participant guide is created jointly by the program director and the director of international education. If service learning is involved in the program, the coordinator of volunteer and service learning will also participate in the creation of the guide, which describes all aspects of program participation. It is sent in the initial acceptance packet to students to ensure that they have adequate information about the program to make an informed decision to participate.

Topics usually covered in the guide include (but are no means limited to) the items listed below. Topics are divided according to who normally prepares the text for each section.

<b>Program Director</b>	<b>International Education</b>
Destination: Background on country & city	Program costs and method of payment
Accommodations	Program deposit
The academic program	Registering for study abroad
Program itinerary	Money matters
Arrival instructions	Pre-departure currency exchange
Packing	International health insurance
Living safely in country / city	Required forms
Contacting home	Travel arrangements
	Passport
	International Student ID Card
	Safety tips for travelers
	Friendships, relationships and safety
	Final remarks

The above list is provided as a general guide only. Additional sections may be added as appropriate for different programs.

Sample participant guides will be provided to program directors for reference while preparing text for a new guide.

## **Orientation**

Orientation sessions serve to provide program participants with detailed information on what to expect from your program abroad. The more information provided during an orientation, the more accurate the students' expectations will be and the fewer problems that will arise while abroad.

Orientation sessions should be provided both in the United States prior to departure and on-site the first day of the program. Sometimes it is not feasible to conduct a pre-departure orientation session, particularly if a large percentage of the participants do not live/study in the Buffalo area. In these cases a written pre-departure orientation document should be prepared and sent to all students in the U.S. in addition to the on-site orientation upon arrival abroad. Pre-departure webinars and conference calls are other options to consider.

### **Pre-departure Orientation Sessions**

The orientation is usually conducted on the Buffalo State campus during the semester preceding departure. This is an opportunity for the program participants to get to know the program director and receive answers to their specific questions concerning any / all aspects of the program. The program director runs this meeting, and the director of international education is in attendance to answer questions on administrative matters such as health insurance, required paperwork, transfer of grades and credits, etc.

### **On-site Orientation**

It is vital to conduct an on-site orientation immediately upon arrival abroad. Program directors need to ensure that all participants arrived safely at the site and contact the Buffalo State Office of International Education concerning anyone who is missing. The second issue that must be covered is safety, which can never be stressed too much. The remainder of the on-site orientation session should give students an overview of the program and what to expect (duplication of some/all of the pre-departure orientation is acceptable) and time for the students to ask questions and receive advice concerning their new surroundings. Program directors should also outline their expectations for student conduct throughout the program, in both academic and non-academic settings.

## **Travel Documents / Visa Requirements**

The Office of International Education assists program directors in ascertaining the need for program participants to obtain travel documents and/or visas, as well as any required immunizations for travel to specific locations.

Students who are accepted into overseas academic programs are notified by the Office of International Education of any/all entry requirements for the program location(s) and are given assistance in obtaining the necessary document/visa. The assistance provided is dependent upon the destination abroad; it may mean that the Office of International Education prepares detailed instructions, letters of support and application forms, or it may mean that International Education prepares detailed instructions, sends application forms, and instructs students on how to go through

a vendor to obtain the required document/visa.

The Office of International Education also assists program directors with the travel documents/visas required for their stay abroad.

Please note that all program directors and participants are responsible for obtaining passports themselves in a timely fashion. Application and renewal forms are available at [http://travel.state.gov/passport\\_services.html](http://travel.state.gov/passport_services.html) and most U.S. Post Offices. Some countries require that an individual's passport be valid for a minimum of 6 months beyond the date they will depart that country; the Office of International Education will obtain this information upon request.

## **Participants' Medical Clearance for Travel**

The Office of International Education requires that every participant in an academic program abroad submit a medical report form completed by a physician. This form provides our office with information concerning the general health and well-being of the student and his/her physical ability to travel abroad. Program directors will be provided copies of these medical forms (which include emergency contact information) to take along on the program.

Please note that not all previous medical conditions are reported on these forms, particularly if the student has the form completed by someone other than their primary care physician, such as the physician on campus at the student health center. In these situations the evaluating physician must rely upon the historical medical information provided by the student.

## **Health Insurance Requirements for Participants / Program Directors**

All participants in overseas programs affiliated with the SUNY system are required to be adequately insured. Buffalo State's policy is to require the SUNY international insurance for all short-term programs abroad. This includes Geo Blue for health insurance and MEDEX for medical and security evacuation and repatriation. These charges are billed directly to students' accounts.

## **Grading Policies / Procedures**

Upon completion of an overseas academic program the program director must submit a grade report memo on Buffalo State letterhead to the director of international education. A sample is found in appendix C. The memo must indicate for each student the participant's name, Banner ID, number of credit hours and grade for each course taken. If any course is taught by local instructors abroad, the program director must obtain the grades, preferably prior to departure from the host country. The grade report memo and/or official grade report from local instructors must be submitted no more than two weeks after completion of the program.

**INCOMPLETE GRADES:** Faculty program directors may, at their discretion and in keeping with SUNY Buffalo State policy, award grades of Incomplete. If this is done, the student's name must still appear on the grade report memo, indicating the course names and credit hours, that the student will receive an Incomplete.

**PASS/FAIL GRADES:** Faculty program directors may, at their discretion and in keeping with SUNY Buffalo State policy, allow students to take classes and a pass/fail basis.

Upon receipt of the grade report memo, the Office of International Education prepares a Transcript Supplement for each participant. The Transcript Supplements are processed as follows:

- Buffalo State Students Original Transcript Supplement is sent to Records & Registration. Courses will appear on student's Buffalo State record. All grades are reported, and count in the students' GPA.
- SUNY Students Original Transcript Supplement is sent to the study abroad office on the student's home campus and is processed according to campus procedures.
- Non-SUNY Students Original Transcript Supplement is sent to Records & Registration. Courses will appear on student's Buffalo State record. Students are sent a copy of the Transcript Supplement and a transcript request form, to ask that a transcript be sent to their home school for transfer credit to be awarded.

## **Program Director's Report**

A summary report of the overseas academic program must be prepared by the program director and submitted to the director of international education within one month of conclusion of the program. The report should:

- give a summary of all program activities in chronological order, including dates (of arrival, of field trips, guest speakers, etc.), and the general daily schedule (e.g. "classes were held each morning from 9 - 11, followed by a lunch break, and resumed from 1 - 4 in the afternoon). Detailed descriptions of each daily event are not necessary.
- include (as appendices) detailed course descriptions for all courses offered through the program. Each description should indicate course title, level (undergraduate, graduate, etc.), number of credit hours, prerequisites, description of academic content, description of course requirements and method of evaluation.
- include a list of all faculty members teaching in the program (including title and institution), as well as a list of all guest speakers (including occupation and organization, if applicable).
- highlight any problems that occurred, including pre-departure (application process, admission process, orientation, etc.), on-site and upon conclusion of the program, as well

as recommendations on how to avoid similar problems in the future.

- include a list of recommendations for the future of the program: both things that worked well that should be repeated, as well as things that should be altered or eliminated.

The program director's report should provide enough information about the program to enable the reader to ascertain the structure and content of the overseas program. It should be evaluative in nature, so that it may be used as a tool when/if the program is offered in the future, whether by the original program director or by a new faculty/staff member previously unfamiliar with the program.

Sample program director reports are available upon request from the director of international education.

## Student Evaluations

Student evaluations of overseas programs are an invaluable tool for the program director, director of international education and potential program participants. Please be sure to use the University College evaluation included in Appendix B. However, you can add additional questions based on your home department policies/practices.

On-site evaluations are absolutely the best and most effective method to ensure a high rate of return and provide the most accurate reflection on the overseas experience. The primary drawback to on-site evaluations is, perhaps, that many students won't have the ability to reflect on the overall experience and how it has affected them, as this often only becomes clear after the passage of time. Nevertheless, on-site evaluation forms are **strongly** encouraged.

Sample student evaluation forms are available upon request from the director of international education. Please note, however, that the evaluation form must be individualized for each particular program to ensure that all aspects of the program are included. When designing an evaluation form, there are several aspects which must be kept in mind:

- Have you asked for evaluation of pre-departure, travel and on-site matters?
- Have you asked for academic evaluation?
- Have you asked for overall reflection on the experience?
- Have you asked for suggestions for improvements?
- Have you asked if the student is willing to be asked questions by prospective participants?
- Have you balanced having a complete questionnaire with a reasonable length?

Completed evaluations should be collected by a student, placed in a sealed envelope and delivered by the student to the director of international education immediately upon return. This will allow students to freely evaluate the program abroad, without fear of retribution from the program director if they include any criticisms or negative comments. Once grades have been submitted, the evaluations will be shared with the program director.

## Emergency Protocol

In the event of an emergency during a program abroad, the program director must contact the director of international education immediately to inform the director of the situation and discuss what action must be taken. If the director is not available, the Assistant Dean of International and Exchange Programs must be contacted. Program directors are provided with contact information (both work and home) for the director of international education and the Assistant Dean prior to the beginning of their program. Emergency contact information is found below.

Tricia Herritt, Director for International Education

[herrittl@buffalostate.edu](mailto:herrittl@buffalostate.edu)

716-878-4620 (office)

716-225-1358 (cell)

Robert Summers, Assistant Dean for International and Exchange Programs

[summerrh@buffalostate.edu](mailto:summerrh@buffalostate.edu)

716-878-4620 (office)

716-662-0295 (home)

931-261-9679 (cell)

Buffalo State has established protocols for students to follow in the event of an emergency abroad. A copy is found in appendix D.

## Risk assessment

The safety and well-being of students, faculty and staff who are participating in SUNY Buffalo State study away programs is of highest importance for us, and all reasonable actions will be taken to manage risks and respond to emergencies. However, we acknowledge that no single plan can address all eventualities. The Office of International and Exchange Programs recognizes the importance of establishing policies and procedures to guide our response to emergencies affecting participants abroad. The study abroad risk assessment protocol is found in appendix E.

## In Country Travel

Foreign car rental to transport students is not permissible. All trips should use mass transit or hire a third party transportation company/taxi service to transport students

## Conclusion

International Education is keen to work with faculty/staff members in the development and promotion of all overseas educational opportunities. We greatly appreciate your interest, and look forward to the possibility of working together with you on a study/service-learning program abroad in the near future.

Our office is happy to answer any questions or concerns you may have, regardless of whether you are a program director veteran or a new faculty member considering a program proposal in the future.

Please contact:

**Tricia Herritt**  
**Director of International Education**  
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*We are deeply indebted to the University at Buffalo for providing the model for the current handbook.*

# Appendix A



## INTERNATIONAL *and* EXCHANGE PROGRAMS

BUFFALO STATE • The State University of New York

International Education  
South Wing 410, 716-878-4620

### STUDY ABROAD Proposal Form

Program Director: \_\_\_\_\_ Department: \_\_\_\_\_

Campus Address: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Program Title: \_\_\_\_\_

Program Site(s) (city / country): \_\_\_\_\_

Type of Program:

Study abroad program led by Buffalo State faculty

Service-learning program abroad

Program Length: \_\_\_\_\_ weeks. Dates (m/d/y): \_\_\_\_\_ to \_\_\_\_\_

Anticipated Frequency of Program Offering:

One time  Bi-annually  Annually  Other (please describe)

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Projected Number of Participants: \_\_\_\_\_ (minimum) to \_\_\_\_\_ (maximum)

Please attach a description of the academic program including, for each course offered: course title, level (undergraduate

- fr., so., jr., sr., graduate), number of credit hours, prerequisites, description of academic content including examples of course-related activities / excursions outside the classroom, description of course requirements and method of evaluation. Indicate the degree to which local faculty and aspects of the host culture and environment will be woven into the program and courses. Include the numbers, type and general credentials of local faculty/speakers to be used, as well as the nature and level of contacts already made. Indicate if non-credit participation is possible.

Cooperating universities and/or organizations in U.S. and/or abroad :

\_\_\_\_\_

Are agreements/contracts anticipated with these entities?  No  Yes (attach explanation)

Do you require extra service salary for leading the trip?  Yes  No

If yes, how will the extra service salary be supported?

- by my academic department (supported by temporary service funds)
- by International Education (supported by student fees)
- Other (please explain below)

\_\_\_\_\_  
 \_\_\_\_\_

Are there other funds that will be used to support student costs?  Yes  No

If yes please provide an explanation below and appropriate supporting documentation

\_\_\_\_\_  
 \_\_\_\_\_

**Program Budget:**

Please complete the boxes under “Cost” in the chart below with the most accurate figures available. Add other items that should be included in the program budget. The Office of International Education will add administrative costs, director salary (if applicable), and other fixed costs to create the total program budget and determine the program cost per student.

ITEM	COST	COST / STUDENT
Director transportation - air		
Director transportation - surface		
Director lodging - during program		
- early arrival		
Director meals (actual or per diem)		
Classroom rental		
Honoraria - guest lecturers, etc.		

<b>Field trip transportation</b>		
<b>Cultural activities</b>		
<b>Miscellaneous (photocopies, supplies, etc.)</b>		
<b>Student transportation - air</b>		
<b>Student transportation - surface</b>		
<b>Student lodging</b>		
<b>Student meals included in program (indicate which meals - i.e. lunch 5x's/wk)</b>		
<b>Recommended amount students should bring for additional meals and personal expenses for entire program</b>		

Travel arrangements to overseas site:

- group flight     independent flights, students met by director upon arrival  
 other \_\_\_\_\_

Housing arrangements on-site:

- hotel             homestay families arranged by \_\_\_\_\_  
 student residence halls     other \_\_\_\_\_

Classroom arrangements on-site (rented at local university, rented seminar space in town, etc.):

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Criteria for participant selection: level, field(s), minimum GPA, prerequisites (language/other), etc.:

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Majors from which students are likely to be drawn:

\_\_\_\_\_

\_\_\_\_\_

Please attach one copy of the program director's CV to this proposal.

**Proposal Submitted By:**

Faculty/Staff Director Signature\*:

\_\_\_\_\_ Date: \_\_\_\_\_

Department Chair Signature:

\_\_\_\_\_ Date: \_\_\_\_\_

Assistant Dean for International and Exchange Programs

\_\_\_\_\_ Date: \_\_\_\_\_

**Please submit completed proposal to: Tricia Herritt, Office of International Education, South Wing 430.**

\* By signing this form, you indicate you have have read the entire handbook and agree to abide by the procedudres outlined in it.

# Appendix B



**Sample student cost sheet**  
**May 18-30**  
**Dr. XXX**  
  
**3 credits**

	in state	out of state
Tuition*	\$ 735.00	\$ 1,914.00
Fees (tech and college)*	\$ 43.65	\$ 43.65
Program Fees**	\$ 1,725.74	\$ 1,725.74
instructional costs		
accommodations		
airport transportation		
site visit transportation		
<b>total tuition and fees</b>	<b>\$ 2,504.39</b>	<b>\$ 3,683.39</b>
<b>Estimated expenses NOT included in program fee***</b>		
airfare (BUF-XXX)	\$ 1,900.00	\$ 1,900.00
visa	\$ -	\$ -
passport & pictures	\$ 155.00	\$ 155.00
insurance	\$ 38.00	\$ 38.00
personal funds (\$200 per week)	\$ 400.00	\$ 400.00
<b>total estimated expenses NOT included in program fee</b>	<b>\$ 2,493.00</b>	<b>\$ 2,493.00</b>
<b>total estimated costs****</b>	<b>\$ 4,997.39</b>	<b>\$ 6,176.39</b>

\* payable to home campus

\*\* payable to SUNY Buffalo State

\*\*\* payable to third parties

\*\*\*\* This is only an estimate and is subject to change due to factors beyond the control of the SUNY Buffalo State International Education Office

SUNY Buffalo State  
 International Education  
 SOUT 410  
 1300 Elmwood Ave  
 Buffalo, NY 14222  
 716-878-4620 (phone)  
 716-878-3054 (fax)  
 intleduc@buffalostate.edu



# Appendix D

## Buffalo State Study Abroad Grade Report Memo<sup>1</sup>

Class name: \_\_\_\_\_ dates: \_\_\_\_\_

Instructor: \_\_\_\_\_

Credits: \_\_\_\_\_ Location: \_\_\_\_\_

Student name	Banner ID	grade

Instructor signature \_\_\_\_\_

<sup>1</sup> Should be submitted on Buffalo State letterhead

## Appendix E

### Safety plan Buffalo State International and Exchange Programs (IEP)

Student safety instructions (*to the shared with students*)

1. Contact the Buffalo State local director/contact at \_\_\_\_\_. If there is no local director/contact or if the local director/contact is not available contact the Buffalo State University Police at (716) 878-6333 (call collect, if needed)
2. Identify yourself as an Buffalo State study abroad student and give the country where you are currently located
3. State your name
4. Tell the person what is wrong
5. Tell the person how to contact you
6. Respond to questions and listen carefully to any instructions

UPD would complete an incident report and inform IEP. IEP would then follow the steps below. (*not to be shared with students*)

1. IEP team consults with the local director/contact as soon as possible after learning of the emergency.
2. The local director/contact contacts participants as soon as possible to ascertain participants' well-being, and to provide information, instructions, and advice and then reports to the IEP team.
3. Participants are advised to contact their parents, guardians, or emergency contacts as soon as possible.
4. The local director/contact may, if warranted, gather the participants together in a group in a safe location. In most cases participants will be advised to confine themselves to their host campus, or residence until the crisis is resolved.
5. The IEP then informs the Crisis Response and Emergency Team of the situation (members to be determined), the steps taken, and any steps deemed necessary. The Crisis Response and Emergency Team may provide feedback, may decide to meet to discuss the situation, or may simply request further updates depending on the situation.
6. The local director/contact contacts the local U.S. Embassy or Consulate and also confers with other study abroad providers and/or U.S. enterprises in the area.
7. Each local director/contact advises IEP about what action should be taken, if any, and about modifying or suspending the program. The Crisis Response and Emergency Team makes any decision on continuation or suspension of a program after due deliberation.
8. Evacuation of students from a site is only undertaken under the most extreme circumstances when there is an imminent, direct threat to participants and the only way to assure safety is to leave the program site. Even if it is determined that evacuation is warranted, it is not always possible to evacuate immediately, and in most cases immediate evacuation is not the safest course of action. Immediate evacuation from a site is not only often impossible, but may not be the wisest or safest choice. Experience has shown that when a crisis ensued that was severe enough to consider evacuation, the safest thing to do was to confine participants to their residences and the most dangerous course of action was to try to leave the site. By the time the crisis had calmed enough for it to be possible to consider leaving it was no longer necessary to evacuate.
9. In the event that the State Department advises U.S. citizens to leave a site or in our opinion evacuation is warranted we will work with participants to arrange safe passage out of the site as soon as possible. The cost of evacuation remains with the participant, but the Buffalo State will assist with arrangements and may lend funds as needed.
10. IEP reports to participants' emergency contacts within 48 hours or soon as possible if the participants cannot do so themselves.
11. IEP reports to sending schools within 72 hours.

## **Appendix F**

### **Study Abroad Risk Assessment Protocol**

The safety and well-being of students, faculty and staff who are participating in SUNY Buffalo State study away programs is of highest importance for us, and all reasonable actions will be taken to manage risks and respond to emergencies. However, we acknowledge that no single plan can address all eventualities. The Office of International and Exchange Programs recognizes the importance of establishing policies and procedures to guide our response to emergencies affecting participants abroad.

With the understanding and to the best of our knowledge that there is no SUNY Global policy on study away risk management, the following risk assessment procedure has been developed.

Not more than 5 business days after the student application deadline has passed the Director for International and Exchange Programs and the Faculty Leader for the study away program will evaluate the sociopolitical situation in the host country as defined by the US Department of State.

1. If a travel advisory exists then the decision of whether or not the program makes will be made jointly by the Assistant Dean for International and Exchange Programs and the Faculty leader. In the event that consensus cannot be reached, the Assistant Dean for International and Exchange Programs will make the final decision.
2. If a travel warning exists then an ad hoc advisory committee will be formed. They will be advised of the sociopolitical situation in the host country and asked to make a recommendation to the Assistant Dean for International and Exchange Programs. Once the committee recommendation is made, the Assistant Dean for International and Exchange Programs will consult with the Provost a final decision will be made.